



City of Greenwood – Part-time Intern, Stormwater

Job Title:	Intern	Job Category:	Non-Exempt
Department/Group:	Stormwater	Job Code:	
Location:	City Building	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Part Time
HR Contact:	Human Resources Coordinator	Supervisor:	Superintendent Stormwater
Fax or E-mail: (317) 887-5604 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Supports the Stormwater Department by providing technical assistance, correspondence and reporting. Serves as liaison to the public in regards to Stormwater projects.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Assist with the City's NPDES MS4 Phase II Stormwater quality management plan program minimum control measures of: public education and outreach, public participation and involvement, illicit discharge detection and elimination, construction site stormwater runoff control, post-construction stormwater run-off control, municipal operations pollution prevention and good housekeeping.
- Support compliance and enforcement of Stormwater Management local ordinance, State Rule 13 327 IAC 15-13 and State Rule 5 327 IAC 15-5 statute requirements.
- Gather, interpret and prepare data for studies, reports and recommendations as needed.
- Assist with maintaining inventory, accurate records of events, promotional items, reports, upkeep of stormwater database and IDEM reports.
- Prepares and maintain inventory, records, reports, and assist in the transfer to stormwater database.
- Maintains tracking and filing system for all records and reports.
- Perform other duties as assigned.

Job Requirements:

- **Education:** Currently enrolled in an accredited post-secondary establishment and have completed one year of undergraduate education in environmental sciences, water resources or related field.
- **Experience:** Knowledge of the Clean Water Act and Rule 5 and 13 Stormwater Management rules and regulations.
- **Skills and Abilities:** Must be experienced with Microsoft Word, Excel and Access. Able to read and interpret construction plans including erosion and sediment control plans and specifications. Must possess valid Indiana driver's license and safe driving record.
- **Physical:** Must be able to sit for long period of time, work in the elements and be able to lift up to 50 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____



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Approved By: